

# WARRICK COUNTY AREA PLAN COMMISSION

## PRIMARY PLAT PROCEDURE AND REQUIREMENT

1. \_\_\_\_\_ Six (6) blue-line copies of the Primary Plat.
2. \_\_\_\_\_ One (1) original and one (1) copy of Primary Plat application, notice and legal description (if not on application).
3. \_\_\_\_\_ Two (2) initial and four (4) final sets of detailed plans and specifications for street and sidewalk construction. Pg. 19 Sec. 7 (4) (v)
4. \_\_\_\_\_ All Street Plans must show Sidewalks and Street Signs.
5. \_\_\_\_\_ Two (2) initial and four (4) final sets of drainage plans for the proposed subdivision with a cost estimate for construction of the drainage improvements certified by a registered engineer.
6. \_\_\_\_\_ Commitments from municipality serving the development.  
  
A.) Letter from Sewer Department stating they have the capacity to serve the development.  
  
B.) Letter from Water Department stating they have the capacity to serve development.  
  
C.) Letter from appropriate fire chief if nearest fire hydrant is greater than 600 feet from subdivision.
7. \_\_\_\_\_ Approval of local Health Department of proposed septic sites if applicable.
8. \_\_\_\_\_ Recorded copy of deed to property.
9. \_\_\_\_\_ Copies of Real Estate Transfer Cards of adjacent property owners from Auditor's Office (Optional).

NOTE: Any additional corrected sets required of street plans should be filed with the Engineer's Office and drainage plans filed with the County Surveyor's Office. They will then file the final sets with the Plan Commission Office.

Submitting Engineer's / Surveyor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Plan Commission Staff

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUIRED PRIMARY PLAT INFORMATION

- \_\_\_\_\_ 1. Vicinity Plan. Pg. 16, Sec. 6 (1) (a), (b)

## CONTENTS

- \_\_\_\_\_ 1. Proposed name of Subdivision. Pg. 16, Sec. 7 (a)
- \_\_\_\_\_ 2. Location by section, quarter section, township, range, city, town or civil township and complete metes and bounds or other legally recorded boundary description. Pg. 16, Sec. 7 (b)
- \_\_\_\_\_ 3. Names and addresses of the owners, sub divider if other than the owner and seal of registered land surveyor preparing the plat. Pg. 16, Sec. 7 (c)
- \_\_\_\_\_ 4. Scales of plat including graphic scale, north point and date. Pg. 16, Sec. 7 (d)

## EXISTING CONDITIONS

- \_\_\_\_\_ 1. Boundary lines of subdivision indicated by a heavy line with bearings and distance and the approximate acreage. Pg. 17, Sec. (2) (a)
- \_\_\_\_\_ 2. Location and description of all monuments with reference by distance and bearings to quarter section and quarter quarter section corners. Pg. 17, Sec. (2) (b)
- \_\_\_\_\_ 3. Location, width and names of all existing or prior platted streets, etc., within or adjacent to the tract. Pg. 17, Sec. (2) (c)
- \_\_\_\_\_ 4. In case of a replat, all descriptive lines & lot numbers of the original plat being vacated shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat. Pg. 17, Sec. (2) (d)
- \_\_\_\_\_ 5. Streets on and adjacent to the tract. Pg. 17, Sec. (2) (e)
- \_\_\_\_\_ 6. Municipal facilities, public improvements and utilities on and adjacent to the tract. Pg. 17, Sec. (2) (f)
- \_\_\_\_\_ 7. Existing contours. Pg. 17, Sec. (2) (g)
- \_\_\_\_\_ 8. Subsurface conditions on the tract. Pg. 17, Sec. (2) (h)
- \_\_\_\_\_ 9. Other conditions on the tract. Pg. 17, Sec. (2) (i)
- \_\_\_\_\_ 10. Other conditions on adjacent land Pg. 17, Sec. (2) (j)
- \_\_\_\_\_ 11. Current zoning, proposed zoning & zoning on adjacent tracts. Pg. 18, Sec. (2) (k)
- \_\_\_\_\_ 12. Proposed public improvements. Pg. 18, Sec. (2) (l)

\_\_\_\_\_ 13. The nearest distance to a fire hydrant. Pg. 18, Sec. (2) (m)

**PROPOSED CONDITIONS**

\_\_\_\_\_ 1. Streets; names, r-o-w and roadway widths, etc. Pg. 18 Sec. (3) (a)

\_\_\_\_\_ 2. Other right-of-ways or easements; location, widths & purpose. Pg. 18, Sec. (3) (b)

\_\_\_\_\_ 3. Lot lines with adequate dimensions, including area & lot numbers. Pg. 18, Sec. (3) (c)

\_\_\_\_\_ 4. Sites, if any, for parks, playgrounds or other public use. Pg. 18, Sec. (3) (d)

\_\_\_\_\_ 5 Minimum building setback lines & distances at proposed building lines. Pg. 18, Sec. (3) (e)

\_\_\_\_\_ 6 Site data. Pg. 18, Sec. (3) (f)

\_\_\_\_\_ 7. Title, scale, north arrow & date. Pg. 18, Sec. (3) (g)

\_\_\_\_\_ 8. Parcels of land to be dedicated or temporarily reserved for public use or set aside for the use of property owners in the subdivision, (out lot). Pg. 18, Sec. (3) (h)

NOTE: All the above items are listed in the Subdivision Control Ordinance in their entirety – Please read the Ordinance for a complete check of the information required.

If there is a reason you did not supply the information on any item listed Please explain under item.

Submitting licensed Surveyor/Engineer’s Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Plan Commission Staff: \_\_\_\_\_  
Date: \_\_\_\_\_

One Original and Five copies to be submitted with Primary Plat.

WARRICK COUNTY AREA PLANNING COMMISSION

File No. S- \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Rec'd By \_\_\_\_\_

REQUEST FOR PRIMARY APPROVAL OF A SUBDIVISION PLAT

Name (s) of Sub divider (s): \_\_\_\_\_

Address (es): \_\_\_\_\_

Phone (s): \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Address (es): \_\_\_\_\_

Phone (s): \_\_\_\_\_

Sub dividers Representation (if any) and Registered Land Surveyor (if any):

Name (s): \_\_\_\_\_

Address (es): \_\_\_\_\_

Phone (s): \_\_\_\_\_

I (we) do hereby request primary approval of the following described subdivision in accordance with the provisions of the Comprehensive Plan. I (we) am (are) the owner (owners) of the real estate included in said subdivision.

Name of Subdivision \_\_\_\_\_ generally described as follows:

Civil Township \_\_\_\_\_ Section \_\_\_\_\_ Quarter Section \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Area in Acres \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Lineal feet of new streets to be dedicated to the public.

The undersigned having been dully sworn on oath states the above information is true and correct as he is informed and believes.

\_\_\_\_\_  
Signature (s) of Owner of Record

\_\_\_\_\_  
Signature (s) of Sub divider (s)

State of Indiana            )  
                                      ) SS:  
County of                    )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Residing in \_\_\_\_\_ County. \_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_.

\*\*\* NOTICE OF PUBLIC HEARING \*\*\*

DATE: \_\_\_\_\_ DOCKET NO.: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ OWNER OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

RE: Petition for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear: \_\_\_\_\_:

This letter will serve notice to you of scheduled hearing/s of a petition for \_\_\_\_\_ which has been filed with the Warrick County Area Plan Commission.

PREMISES AFFECTED: Property located on the \_\_\_\_\_ Side of \_\_\_\_\_ Approximately \_\_\_\_\_ feet-miles \_\_\_\_\_ of the intersection formed by \_\_\_\_\_ and \_\_\_\_\_. \_\_\_\_\_ Township. Lot No. \_\_\_\_\_, in \_\_\_\_\_ Subdivision (if applicable).

AREA PLAN COMMISSION hearing to be held in the Commissioners Meeting Room, Third Floor, Courthouse, Boonville, Indiana. Hearing to held at 6:00 P.M. on Wednesday, \_\_\_\_\_.

DRAINAGE BOARD hearing for Drainage Plans to be held in the, Commissioners Meeting Room, Third Floor, Courthouse, Boonville, Indiana. Hearing to be held at 2:30 P.M. on Wednesday, \_\_\_\_\_.

COUNTY COMMISSIONERS hearing for Street Plans to be held in the Commissioners Meeting Room, Third Floor, Courthouse, Boonville, Indiana. Hearing to be held at 4:00 P.M. on Wednesday, \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Applicant and/or Owner

**NOTE: THIS AFFIDAVIT MUST BE FILED IN THE OFFICE OF THE AREA PLAN COMMISSION BY NOON OF THE MONDAY BEFORE THE AREA PLAN COMMISSION MEETING.**

WARRICK COUNTY, INDIANA  
Board of County Commissioners  
Court House  
Boonville, In. 47601

CERTIFICATE OF COMPLIANCE  
Plan and Specifications – Street Construction

Submission Date: \_\_\_\_\_

Probable Start Construction: \_\_\_\_\_

Probable Finish Construction: \_\_\_\_\_

Project Location: \_\_\_\_\_

\_\_\_\_\_

Describe in detail type of street construction:

Name of Street:	No. of Lineal Ft.:	Est. Cost of Construction:
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	\$ _____

Name the Streets the Area Plan Commission has required sidewalks and what is the estimated cost of their construction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Estimated Cost of Street and Sidewalk Construction is \$ \_\_\_\_\_

I/We the Owner/Owners of the above named subdivision certify that the information given above is correct and I/We will build all named streets accordingly and in compliance with the plans and specifications as submitted and attached hereto.

Owner/Owners Name: \_\_\_\_\_  
(Typed)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I certify that to the best of my knowledge and belief:

That these plans and specifications for this subdivision are in Compliance with the Standards for road and street construction as set forth in the Subdivision Control Ordinance for Warrick County, Indiana.

That the plans and specifications as presented and attached hereto are under my dominion and control and were created by my employees and me.

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Engineer \_\_\_\_\_ Licensed Land Surveyor \_\_\_\_\_ Ind. Reg. No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

SEAL

\_\_\_\_\_

I will perform reasonable and periodic inspection of this project during construction to determine that such construction is in accordance with the plans and specifications for this project as approved by the Board of County Commissioners, Warrick County, Indiana, and attached hereto.

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Engineer \_\_\_\_\_ Licensed Land Surveyor \_\_\_\_\_ Ind. Reg. No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

SEAL

\_\_\_\_\_

Reviewed By: Area Plan Commission

Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Reviewed By: County Engineer

Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

(If needed additional space provided on back page)



Reviewed By: County Surveyor

Date: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

APPROVAL GRANTED BY THE BOARD OF COUNTY COMMISSIONERS THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MEMBER

ATTEST:

\_\_\_\_\_  
COUNTY AUDITOR

\_\_\_\_\_  
Additional Space for Comments:

---

Four (4) Copies of the Certificate of Compliance accompanied by four (4) copies of the plans and specifications for street construction shall be submitted to the Board of County Commissioners for approval. Approved copies shall be filed with the offices of the Area Plan Commission and the County Engineer. One copy shall be retained by the Licensed Land Surveyor or Engineer and the property owner shall receive a copy.

## **ADDENDUM TO APPLICATION INSTRUCTIONS**

- 1.) The application must be accompanied by a copy of the recorded deed of the subject property.
- 2.) Adjacent property owner's names and mailing addresses are to be taken from the Real Estate Transfer Cards in the County Auditor's Office. To verify the correctness, you should copy the Real Estate Transfer Card and this copy should be file stamped with the application.